| | |
|---|---|
| *Trade and Industrial Education*<br>*Course:* **Career Management Success**<br>**Course Code # 5701**<br>**½ to 1 Credit**<br><br>**School Year _____**<br>**Term:\_\_\_\_Fall\_\_\_\_Spring**<br><br>**Note: Standards 1 through 9 apply for 1/2 credit. Standard 10 applies for 1 credit.** | **Student:**  **Grade:**<br>**Teacher:**  **School:**<br>**Number of Competencies in Course: 1/2 credit–35, 1 credit-39**<br>**Number of Competencies Mastered:**<br>**Percent of Competencies Mastered:** |

## STANDARD 1.0: Students will display attitudes necessary for achieving personal and academic success.

| Learning Expectations | Check the appropriate Mastery or Non-Mastery column | Mastery | Non-Mastery |
|---|---|---|---|
| 1.1 | Examine learning styles and adapt learning strategies to their identified styles. | | |
| 1.2 | Prioritize and manage personal and academic activities using time management strategies. | | |
| 1.3 | Use advanced study skills. | | |
| 1.4 | Diagram steps required to achieve identified short and long-term goals. | | |
| 1.5 | Generate personal strategies for managing stress. | | |
| 1.6 | Model attitudes conducive to personal success. | | |

## STANDARD 2.0: Students will demonstrate attitudes, skills, and strategies necessary for achieving workplace success.

| Learning Expectations | Check the appropriate Mastery or Non-Mastery column | Mastery | Non-Mastery |
|---|---|---|---|
| 2.1 | Analyze the role of values and ethics in career and workplace. | | |
| 2.2 | Correlate lifestyle requirements with career decisions. | | |
| 2.3 | Assess implications of diversity for communities and workplaces. | | |
| 2.4 | Infer relationships between work ethics and organizational and personal job success. | | |
| 2.5 | Demonstrate attitudes conducive to workplace success. | | |

## STANDARD 3.0: Students will use teamwork skills to accomplish goals, solve problems, and manage conflict within groups.

| Learning Expectations | Check the appropriate Mastery or Non-Mastery column | Mastery | Non-Mastery |
|---|---|---|---|
| 3.1 | Analyze the role and functions of teams in the workplace. | | |
| 3.2 | Perform the functions of various roles within a team. | | |
| 3.3 | Use strategies to resolve or reduce conflicts within groups. | | |
| 3.4 | Give and receive constructive criticism. | | |
| 3.5 | Achieve solutions as members of a multicultural team. | | |

## STANDARD 4.0: Students will communicate effectively and comprehend oral and written communication.

| Learning Expectations | Check the appropriate Mastery or Non-Mastery column | Mastery | Non-Mastery |
|---|---|---|---|
| 4.1 | Demonstrate effective verbal communication. | | |
| 4.2 | Demonstrate effective written communication in various business formats. | | |
| 4.3 | Demonstrate listening skills and oral comprehension. | | |
| 4.4 | Demonstrate comprehension of written communication. | | |

**STANDARD 5.0: Students will demonstrate job-seeking skills and exhibit employability characteristics required for employability and job retention in the workplace.**

| Learning Expectations | Check the appropriate Mastery or Non-Mastery column | Mastery | Non-Mastery |
|---|---|---|---|
| 5.1 | Plan a job search strategy. | | |
| 5.2 | Exhibit positive interview behavior. | | |

**STANDARD 6.0: Students will adapt to the requirements of specific business or industry employability and job retention in the workplace.**

| Learning Expectations | Check the appropriate Mastery or Non-Mastery column | Mastery | Non-Mastery |
|---|---|---|---|
| 6.1 | Model attitudes, actions, and behaviors required for successful performance on the job. | | |
| 6.2 | Demonstrate an appropriate workplace appearance. | | |
| 6.3 | Analyze the importance of a wellness program for employees. | | |

**STANDARD 7.0: Students will demonstrate leadership, citizenship, and teamwork skills required for success in the school, community, and workplace.**

| Learning Expectations | Check the appropriate Mastery or Non-Mastery column | Mastery | Non-Mastery |
|---|---|---|---|
| 7.1 | Cultivate positive leadership skills. | | |
| 7.2 | Participate in a student organization directly related to their program of study as an integral part of classroom instruction. | | |
| 7.3 | Assess situations and apply problem-solving and decision-making skills within the school, community, and workplace. | | |
| 7.4 | Participate as team members. | | |

**STANDARD 8.0: Students will integrate multiple roles and responsibilities in family, work, and community settings.**

| Learning Expectations | Check the appropriate Mastery or Non-Mastery column | Mastery | Non-Mastery |
|---|---|---|---|
| 8.1 | Analyze the contribution of the family to the development of its members individually, as family members, and as members of the community and workforce. | | |
| 8.2 | Analyze strategies to manage multiple individual, family, work, and community roles and responsibilities. | | |
| 8.3 | Demonstrate the transfer of employability and other related skills to and workplace settings. | | |

**STANDARD 9.0: Students will perform basic PC operations and file management using appropriate software.**

| Learning Expectations | Check the appropriate Mastery or Non-Mastery column | Mastery | Non-Mastery |
|---|---|---|---|
| 9.1 | Demonstrate the ability to perform basic PC operations. | | |
| 9.2 | Selects the appropriate software for a given problem or task. | | |
| 9.3 | Perform file management tasks. | | |

**STANDARD 10.0: Students will explore career opportunities and career paths offered in the local education system.**

| Learning Expectations | Check the appropriate Mastery or Non-Mastery column | Mastery | Non-Mastery |
|---|---|---|---|
| 10.1 | Explain the titles, roles, and functions of individuals engaged in the career paths offered at their local high school. | | |
| 10.2 | Investigate employment and entrepreneurial opportunities. | | |
| 10.3 | Evaluate personal characteristics required for working in the various career paths offered at their local high school. | | |
| 10.4 | Investigate post-secondary education, professional organizations, trade publications, and web sites appropriate for continuing education. | | |

Additional Comments _____

Form # ED3040-196